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# **CITY COURT OF EUNICE, LOUISIANA**

## **COMPILED FINANCIAL STATEMENTS**

**June 30, 2001 and 2000**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 1/23/02

**Steven D. Ortego**  
*Certified Public Accountant*

P. O. Box 1174      140 North Second Street  
Eunice, LA 70535

Voice (337) 457-3022    Fax (337) 457-8502

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The Honorable Lynette Feucht, Judge  
Eunice City Court  
Eunice, Louisiana 70535

I have compiled the accompanying combined balance sheet of The City Court of Eunice, Louisiana, a component unit of the City of Eunice, Louisiana. as of June 30, 2001 and the related statements of Revenues, Expenditures and Changes in Fund Balance for the two years then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. I have not audited or reviewed the accompanying financial statements and accordingly, do not express an opinion or any other form of assurance on them.



Steven D. Ortego  
December 18, 2001

CITY COURT OF EUNICE, LOUISIANA  
Combined Balance Sheet - All Fund Types and Account Groups  
June 30, 2001

ASSETS

	<u>Governmental</u> <u>Fund Type</u>	<u>Fiduciary</u> <u>Fund Type</u>	<u>Account Group</u> <u>General</u> <u>Fixed Assets</u>	<u>Totals</u> <u>Memorandum</u> <u>Only</u>
<u>Assets:</u>				
Cash	\$ 73,925	\$ 18,049	\$ -	\$ 91,974
Accounts Receivable	65,228	-	-	65,228
Furniture and Fixtures	-	-	48,555	48,555
Total Assets	<u>\$139,153</u>	<u>\$ 18,049</u>	<u>\$ 48,555</u>	<u>\$205,757</u>

LIABILITIES AND FUND EQUITY

<u>Liabilities:</u>				
Accounts Payable	\$ 2,180	\$ -	\$ -	\$ 2,180
Payroll Taxes Payable	938	-	-	938
Accrued Compensated Absences	3,310	-	-	3,310
Deposits-Civil Fund	-	18,049	-	18,049
Due to Other Government Agencies	66,279	-	-	66,279
Total Liabilities	<u>72,707</u>	<u>18,049</u>	<u>-</u>	<u>90,756</u>
<u>Fund Equity:</u>				
Investments in General				
Fixed Assets	-	-	48,555	48,555
Fund Balance	66,446	-	-	66,446
Total Fund Equity	<u>66,446</u>	<u>-</u>	<u>48,555</u>	<u>115,001</u>
Total Liabilities and Equity	<u>\$139,153</u>	<u>\$ 18,049</u>	<u>\$ 48,555</u>	<u>\$205,757</u>

See Accountant's Compilation Report and Notes to Financial Statements

CITY COURT OF EUNICE, LOUISIANA  
Statement of Revenues, Expenditures and Changes In  
Fund Balance - General Fund  
For the Years Ended June 30, 2001 and 2000

	<u>2001</u>	<u>2000</u>
Revenues		
Court Fees	\$320,906	\$ 261,840
Less: Amounts Paid to Other Government Agencies	<u>199,187</u>	<u>(176,954)</u>
Net Court Fees Earned	121,719	84,886
Interest Earned	369	362
Probation and Supervision Fees	74,375	43,954
Other Income	<u>62,664</u>	<u>50,331</u>
Total Revenues	<u>259,127</u>	<u>179,533</u>
Expenditures		
Salaries and Related Benefits		
Salaries	88,564	85,541
Payroll Taxes and Retirement	9,650	12,876
Contractual Services		
Contract Labor	26,116	13,633
Legal and Accounting	1,800	1,914
Dues and Subscriptions	4,454	4,442
Equipment Rent	14,115	12,252
Materials and Supplies		
Office Supplies	18,152	9,833
Other		
Miscellaneous	7,416	3,743
Seminars and Conferences	7,072	4,340
NSF Checks Paid	40,560	39,959
Insurance	<u>5,608</u>	<u>4,698</u>
Total Expenditures	<u>223,507</u>	<u>193,231</u>
Excess of Revenues over Expenditures	35,620	(13,698)
Fund Balance, Beginning of Year	<u>30,826</u>	<u>44,524</u>
Fund Balance, End of Year	<u>\$ 66,446</u>	<u>\$ 30,826</u>

See Accountant's Compilation Report and Notes to Financial Statements

CITY COURT OF EUNICE, LOUISIANA  
Statement of Changes in Assets and Liabilities  
Fiduciary Fund Type - Civil Fund  
For The Years Ended June 30, 2001 and 2000

	Balance June 30, <u>2000</u>	<u>Additions</u>	<u>Deletions</u>	Balance June 30, <u>2001</u>
Assets				
Cash	<u>\$ 16,573</u>	<u>\$ 71,743</u>	<u>\$ 70,267</u>	<u>\$ 18,049</u>
Liabilities				
Deposits-Civil Suits	<u>\$ 16,573</u>	<u>\$ 71,743</u>	<u>\$ 70,267</u>	<u>\$ 18,049</u>
	Balance June 30, <u>1998</u>	<u>Additions</u>	<u>Deletions</u>	Balance June 30, <u>1999</u>
Assets				
Cash	<u>\$ 13,119</u>	<u>\$ 63,084</u>	<u>\$ 59,630</u>	<u>\$ 16,573</u>
Liabilities				
Deposits-Civil Suits	<u>\$ 13,119</u>	<u>\$ 63,084</u>	<u>\$ 59,630</u>	<u>\$ 16,573</u>

See Accountant's Compilation Report and Notes to Financial Statements

CITY COURT OF EUNICE, LOUISIANA  
Notes to the Financial Statements  
June 30, 2001 and 2000

INTRODUCTION

The City Court of Eunice, Louisiana was established under the Authority contained in R.S. 13:1872. The City Judge serves a six year term and is elected from Ward 6 of St. Landry Parish, which includes The City of Eunice, Louisiana. The Court presides over civil and criminal cases in Ward 6. It also has five employees.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Presentation

The accompanying financial statements of the City Court of Eunice, Louisiana have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

B. Reporting Entity

GASB Statement No. 14 established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. For financial reporting purposes, in conformance with GASB Statement No. 14, the Court includes all funds, account groups, et cetera, that are within the oversight responsibility of the Court. The City Court system is fiscally dependent on The City of Eunice for office space, courtroom and other expenses. The substance of the relationship is that the City of Eunice has approval authority over the Court's capital budget. Therefore, The City Court is a component unit of The City of Eunice.

C. Fund Accounting

The accounts of the City Court are organized on the basis of funds and account groups, each of which are considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures. Revenues are accounted for in the individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. An account group, however is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable financial



CITY COURT OF EUNICE, LOUISIANA  
Notes to the Financial Statements  
June 30, 2001 and 2000

resources. The funds presented in the financial statements are described as follows:

General Fund

The general fund is the general operating fund of the City Court of Eunice, Louisiana. It is used to account for all financial resources except those required to be accounted for in other funds.

Fiduciary Fund Type-Agency-Civil Fund

The Civil Fund is used as a depository for collection of civil suits. Deductions from the fund are made in a manner prescribed by law. This fund is custodial in nature (assets equal liabilities) and does not involve measurement of results of operations.

D. Fixed assets of Governmental Funds are recorded as expenditures at the time they are purchased and capitalized in the general fixed assets account group, rather than in the General Fund. No depreciation had been provided on general fixed assets. All fixed assets are valued at historical cost. The account group is not a fund. It is concerned only with measurement of financial position and does not involve measurement of results of operations.

E. Governmental funds, and fiduciary funds utilize the modified accrual basis of accounting. Under this method, revenues are recognized in the accounting period in which they become both available and measurable. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable.

Agency Fund assets and liabilities are accounted for on the modified accrual basis.

F. Budgetary Accounting

The City Court is not legally required to prepare a budget.

G. Compensated Absences

Employees of the Eunice City Court are allowed 12 days of sick leave per year. Any sick leave not taken by an employee is paid to that employee by December 31. Each employee is also allowed one to three weeks of vacation depending on years of service. Any vacation days not taken by December 31, are paid to that employee.

CITY COURT OF EUNICE, LOUISIANA  
Notes to the Financial Statements  
June 30, 2001 and 2000

H. Total Column on Balance Sheet - Overview

The total column on the balance sheet is captioned, Memorandum only, to indicate that it is presented to facilitate financial analysis. Data in this column does not present financial position in conformity with accounting principles generally accepted in the United States of America.

NOTE 2 CASH

Cash includes amounts in demand deposits and savings accounts. The cash balance is covered by Federal Deposit Insurance. Cash and cash equivalents include those investments purchased with original maturities of 90 days or less.

NOTE 3 ACCOUNTS RECEIVABLE

The accounts receivable account represents fines that are assessed but have not been collected. Included in accounts receivable are amounts to be collected for other governmental units in the amount of \$66,279.

The balance of accounts receivable at June 30, 2001 is recorded net of an allowance for bad debts of \$56,821.

NOTE 4 CHANGES IN GENERAL FIXED ASSETS

A summary of changes in General Fixed Assets follows:

<u>Furniture and Equipment</u>	<u>2000</u>
Balance, Beginning	\$43,715
Additions	4,840
Deletions	-
Balance, Ended	<u>\$48,555</u>

The land and building in which the city court operates is owned by the City of Eunice.

NOTE 5 LEASES

The City Court leased computer equipment and software during the year ended June 30, 2001. The computers were leased for thirty six months at \$396 per month and the software was leased for sixty months at \$505 per month. Both leases were classified as operating leases. Net future minimum lease payments are as follows: 2002- \$6,058; 2004- \$6,056.

NOTE 6 OTHER SUPPORT / CONCENTRATION OF RISK

The City Court receives other support from the City of Eunice. In addition to office space, the City of Eunice provides utilities,



CITY COURT OF EUNICE, LOUISIANA  
Notes to the Financial Statements  
June 30, 2001 and 2000

janitorial, telephone, payroll support and other expenditures. All court cases arise within Ward 6 of St. Landry Parish Louisiana.

NOTE 7 ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

NOTE 8 RETIREMENT

Louisiana State Employees' Retirement System (LASERS)

Plan Description and Provisions. The City Court Judge participates in the LASERS, a cost sharing multiple employer defined benefit pension plan administered by a separate Board of Trustees. LASERS provides retirement, disability, and survivor benefits to participating, eligible employees. Benefits are established and amended by state statute. LASERS issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained by writing to Louisiana State Employees' Retirement System, Post Office Box 44213, Baton Rouge, Louisiana, 70804-4213, or by calling (225)922-0600.

Description of Funding Policy. The City Court Judge is required by State statute to contribute 11.5% of her annual covered salary and the Court is required to contribute at an actuarially determined rate. The current employer rate is 13.0% of annual covered payroll. The contribution requirements of plan members and the employer are established by, and may be amended by, state law. As required by state law, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Court's contributions to LASERS for the year ended June 30, 2001 was \$3,060 and was equal to the required contribution for the year.

**Steven D. Ortego**  
***Certified Public Accountant***

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Independent Accountant's Report  
on Applying Agreed-Upon Procedures

I have performed the procedures included in the Louisiana Government Audit Guide and enumerate below, which were agreed to by the management of The City Court of Eunice, Louisiana and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about The City Court of Eunice, Louisiana's compliance with certain laws and regulations during the year ended December 31, 2001 included in the accompanying Louisiana Attestation Questionnaire. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Public Bid Law

1. Select all expenditures made during the year for material and supplies exceeding \$15,000, or public works exceeding \$100,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

I noted no expenditures made during the year for materials and supplies exceeding \$15,000 or public works exceeding \$100,000.

Code of Ethics for Public Officials and Public Employees

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

Management provided me with the required list including the noted information.

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided me with the required list.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3)

were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

None of the employees included on the list of employees provided by management appeared on the list provided by management in agreed-upon procedure.

#### Budgeting

5. Obtained a copy of the legally adopted budget and all amendments.

The City Court of Eunice, did not prepare a budget because management was not aware of the change in the Local Government Budget Act that required a budget for Local City Courts.

I recommend that a budget be prepared and amended to comply with the Local Government Budget Act.

#### Accounting and Reporting

6. Randomly select 6 disbursements made during the period under examination and:  
(a) trace payments to supporting documentation as to proper amount and payee;

I examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

(b) determine if payments were properly coded to the correct fund and general ledger account; and

The payments were properly coded to the correct fund and general ledger account.

(c) determine whether payments received approval from proper authorities.

Inspection of documentation supporting each of the six disbursements indicated approvals from the Judge.

#### Debt

7. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

I inspected copies of all bank deposit slips for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

#### Advances and Bonuses

8. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advances or gifts.

I inspected payroll for the year and noted no instances which

would indicate payments to employees which would constitute bonuses, advances, or gifts.

My prior year report, dated December 31, 2000, did not include any comments or unresolved matters.

I was not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, I do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you..

This report is intended solely for the use of management of the City Court of Eunice, Louisiana, and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513 this report is distributed by the Legislative Auditor as a public document.



Steven Ortego

December 18, 2001



LYNETTE Y. FEUCHT  
CITY JUDGE

CINDY FONTENOT  
CLERK/JUDICIAL ADMINISTRATOR

KATINA ARDOIN  
DEPUTY CLERK

TYRA JACOBS  
DEPUTY CLERK

NICHOLE MOTT  
DEPUTY CLERK

## City Court of Eunice

300 SOUTH SECOND STREET  
P. O. BOX 591  
EUNICE, LOUISIANA 70535  
457-6535

CIVIL, CRIMINAL,  
TRAFFIC, AND  
JUVENILE JURISDICTION  
MICKEY GUILLORY  
CITY MARSHALL  
457-6580  
RANDY FONTENOT  
PROBATION OFFICER  
457-5655  
FAX: 457-6546

December 18, 2001

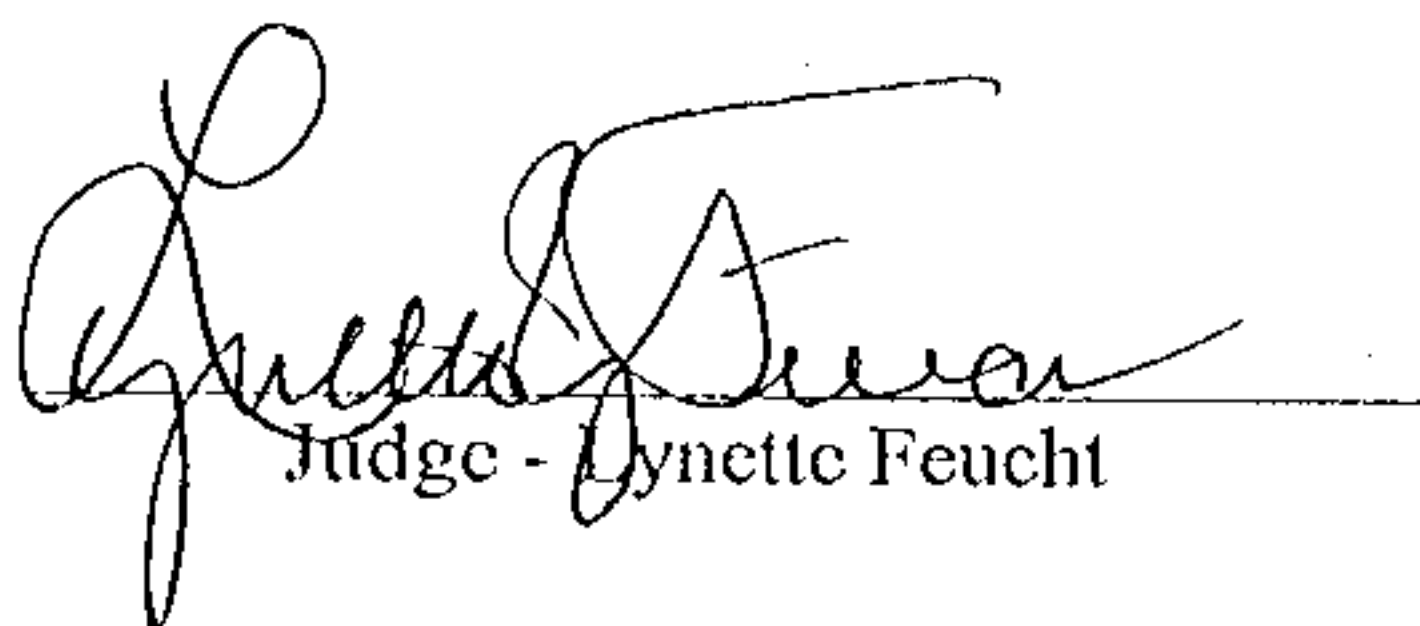
Steven D. Ortego  
P.O. Box 1174  
Eunice, LA 70535

RE: Management Response

The following is my response to your recommendation I received in the City Court's Compiled Financial Statements as of June 30, 2001.

2001-1 Failure to Comply with Budget Act

The City Court of Eunice, Louisiana agrees with the recommendation presented. The City Court of Eunice, Louisiana will prepare and amend budgets as to conform to the Local Government Budget Act. I have prepared a budget for next year.



Judge - Lynette Feucht



**LOUISIANA ATTESTATION QUESTIONNAIRE**  
**(For Attestation Engagements of Government)**

December 18, 2001 (Date Transmitted)

Steven D. Ortega  
Certified Public Accountant  
P.O. Box 1174  
Eunice, LA 70535 (Auditors)

In connection with your compilation of our financial statements as of <sup>06/30/01</sup> [date] and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of (date of completion/representations).

**Public Bid Law**

It is true that we have complied with the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office..

Yes ☒ No ☐

**Code of Ethics for Public Officials and Public Employees**

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of LSA-RS 42:1101-1124.

Yes ☒ No ☐

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes ☒ No ☐

**Budgeting**

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) or the budget requirements of LSA-RS 39:34.

Yes ☒ No ☐

**Accounting and Reporting**

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, and 44:36.

Yes ☒ No ☐

We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:463, and/or 39:92, as applicable.

Yes ☒ No ☐

We have had our financial statements audited or compiled in accordance with LSA-RS 24:513.  
Yes [x] No [ ]

**Meetings**

We have complied with the provisions of the Open Meetings Law, provided in RS 42:1 through 42:12.  
Yes [x] No [ ]

**Debt**

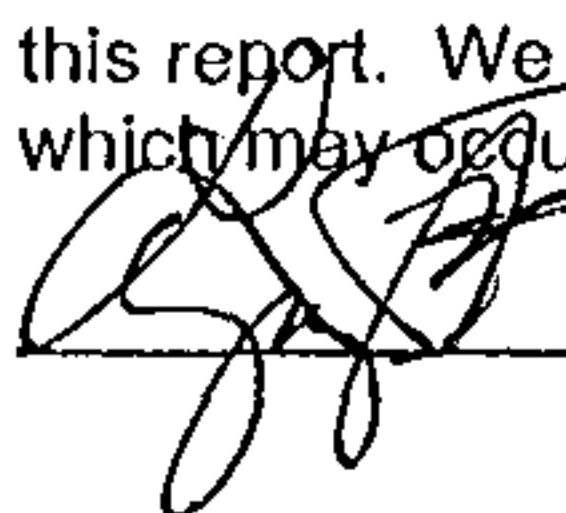
It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 39:1410.60-1410.65.  
Yes [x] No [ ]

**Advances and Bonuses**

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138, and AG opinion 79-729.  
Yes [x] No [ ]

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance which may occur subsequent to the issuance of your report.

 Judge Secretary December 18, 2001 Date  
Treasurer \_\_\_\_\_ Date  
President \_\_\_\_\_ Date